

FIRST REGULAR SESSION  
October 28-29, 1999  
Miami, Florida

OEA/Ser.L/X.2.1  
CICTE/doc.4/99 rev. 2  
28 October 1999  
Original: Spanish

RULES OF PROCEDURE OF THE  
INTER-AMERICAN COMMITTEE AGAINST TERRORISM (CICTE)

## EXPLANATORY NOTE

These Rules of Procedure provide a regulatory framework for the provisions of the Statute adopted by the General Assembly through resolution AG/RES. 1650 (XXIX-O/99). As provided in Article 1, in the event of conflict between the Statute and these Rules of Procedure, the Statute shall take precedence.

As both instruments govern CICTE activities, these Rules of Procedure attempt to avoid unnecessary duplication of provisions already contained in the Statute. The following are examples:

- a. Headquarters: The Statute already establishes that the headquarters of CICTE is the General Secretariat of the Organization. The Rules of Procedure only govern the case where a meeting is to be held at a different venue.
- b. Term of office of the Chair: The Statute provides that elections shall be held at each annual session of the Committee. The Rules of Procedure provide that the Chair shall be elected at the first plenary session, in keeping with the article of the Statute covering this matter.

RULES OF PROCEDURE OF THE INTER-AMERICAN  
COMMITTEE AGAINST TERRORISM (CICTE)

**Chapter I**

**General Provisions**

Article 1

These Rules of Procedure provide a regulatory framework for the Statute adopted by the General Assembly through resolution AG/RES. 1650 (XXIX-O/99) and serve to provide specific rules for the operation, administration, and procedures of CICTE for the achievement of its objectives and purposes.

In the event of conflict between the Statute and these Rules of Procedure, the Statute shall take precedence.

**Chapter II**

Nature, Principles, and Purposes

Article 2

The technical autonomy of CICTE established in the Statute includes:

- a. The capacity and competence to program its activities freely within the scope of Article 1 of the Statute.
- b. A direct technical relationship with the General Assembly of the Organization of American States, notwithstanding the obligation to submit reports on its activities to the Permanent Council of the Organization, so that the Council has the opportunity to present any observations and recommendations it deems pertinent to the General Assembly pursuant to Article 91.f of the Charter of the Organization.
- c. The competence to establish relations with other technical, intergovernmental, nongovernmental, and intergovernmental organizations engaged in similar activities, with the agreement of the competent authorities.

### **Chapter III**

#### Composition and Structure

##### Article 3

The principal representatives of the competent national authorities of the OAS member states or, if necessary, their alternates shall attend the sessions of CICTE.

##### Article 4

Principal or alternate representatives shall have the right to participate with voice and vote in all public and private meetings of CICTE, including those of its committees, subcommittees, or groups of experts, in accordance with these Rules of Procedure and any special provisions that may be adopted for such meetings.

##### Article 5

The principal or alternate representatives and the respective advisors of each delegation shall be accredited by their respective governments by means of written communications to the Secretary General, granting the delegates full powers to participate in decisions on matters considered by CICTE.

##### Article 6

The principal representatives of the member states of CICTE shall enjoy the privileges and immunities established in Article 134 of the Charter of the Organization of American States.

##### Article 7

The permanent observers to the Organization of American States shall have the right to participate in all meetings held by CICTE with voice but without vote, except for meetings restricted to the member states and meetings that are closed.

##### Article 8

CICTE may establish such committees, subcommittees, or groups of experts as it considers necessary, which shall be governed by these Rules of Procedure, by the CICTE Statute, and, secondarily, by the Rules of Procedure of the Permanent Council.

## **Chapter IV**

### **The Secretariat**

#### **Article 9**

The technical and administrative personnel designated by the Secretary General to provide secretariat services to CICTE in accordance with Article 7 of the Statute shall be appointed by him in accordance with the General Standards and other rules or regulations governing the operations of the General Secretariat.

To that end, the Secretary General shall designate suitable personnel, including a staff member of recognized competence in the field, who shall coordinate the support referred to in Chapter III of the Statute; however, this shall not entail the creation of new structures within the Organization.

Any additional technical and administrative support required by CICTE that could not be financed by the program-budget would be covered by external resources, in accordance with the General Standards and other rules governing the operations of the General Secretariat.

#### **Article 10**

In addition to the functions stipulated in the CICTE Statute, the General Secretariat shall:

- a. Discharge the mandates assigned to it by CICTE or its Chair;
- b. Prepare, in consultation with the Chair, the draft agenda for each session;
- c. Advise the Chair and the members of CICTE on the performance of their functions, when so requested; and
- d. Submit a written report to CICTE on the work carried out by the General Secretariat in the interval between sessions and on any matter of a general nature that may be of interest to CICTE.

#### **Article 11**

The Secretary General of the Organization, or his representative, may participate with voice but without vote in the public and private meetings of CICTE.



## **Chapter V**

### **Quorum and Voting**

#### Article 12

Each member state of the Committee shall have the right to one vote. The Committee shall do its utmost to reach its decisions by consensus. In the absence of a consensus, the Committee shall take decisions by the vote of a simple majority of the member states present, except when a two-thirds vote is specifically required.

Decisions shall be taken at the plenary sessions by the vote of a majority of member states present at the session in question, except where otherwise specifically provided.

Decisions shall be taken in committees, subcommittees, and groups of experts by the vote of a majority of the member states present at the meeting in question, except where otherwise specifically provided.

#### Article 13

Votes shall be taken by a show of hands, but any representative may request a roll-call vote, which shall be taken according to the order of precedence. A secret ballot shall be taken in the cases and in the manner provided in these Rules of Procedure.

Voting may not be interrupted by any representative except on a point of order regarding voting procedure.

#### Article 14

The Chair and Vice Chair shall be elected by secret ballot except when elected by acclamation.

## **Chapter VI**

### **Headquarters and Meetings**

#### Article 15

CICTE shall hold at least one annual regular session.

#### Article 16

When a session of CICTE is held away from headquarters, the government of the host country shall provide the services and facilities specified in the agreement to host the meeting that must be signed for that purpose.

#### Article 17

The meetings of CICTE shall be governed by its Statute, these Rules of Procedure, and, secondarily, by the pertinent provisions of the Rules of Procedure of the Permanent Council of the Organization.

#### Article 18

The order of precedence for the regular and special sessions shall be that of the Permanent Council. It shall be used for voting and for determining the speaking order of delegations whenever they are all requested to express their views on a particular subject matter.

#### Article 19

Representatives of those organs, agencies, and entities of the Organization, as well as organs created by virtue of treaties, with competence in areas related to topics that may be discussed in CICTE meetings, may attend meetings, unless they are closed, and may take the floor with the authorization of the CICTE Chair.

#### Article 20

Representatives of international, regional, and national organizations whose purpose is to prevent, combat, and eliminate terrorist acts and activities may be invited to CICTE meetings when CICTE so decides, unless they are closed, and may take the floor with the authorization of the CICTE Chair.

#### Article 21

CICTE may invite to its sessions professionals and technical experts of recognized experience in the topics to be discussed and may request that they make presentations on those topics.

In addition, CICTE may invite nongovernmental organizations with a particular interest in a topic to be discussed at a meeting to attend and to make presentations thereon when so decided by CICTE.

#### Article 22

Summary minutes shall be kept of the meetings of CICTE and shall record the day and time, the names of the representatives of the member states and other participants present, the matters discussed, the decisions taken, and any statement that the representatives may make for the record.

Final reports of meetings held by the committees, subcommittees, or groups of experts shall include, in summary form, the information referred to in the preceding paragraph.

#### Article 23

In special circumstances, at the initiative of the General Assembly of the Organization or on the recommendation of the Permanent Council, CICTE may hold a special session to consider specific matters, if those matters are of such importance as to preclude waiting for the next regular session of CICTE. The Chair of CICTE shall convene and set the date and place for such special session, subject to available funding.

Pursuant to the preceding paragraph, when the Chair of CICTE decides, in view of the importance and urgency of the matter or matters to be considered, that a special session shall be convened, the Secretariat shall convene the meeting forthwith to take place within 30 days of said decision.

### **Chapter VII**

#### Chair and Vice Chair

#### Article 24

The Chair and Vice Chair shall be elected at the first plenary session, in accordance with Article 18 of the Statute.

#### Article 25

The functions of the Chair shall be:

- a. To plan and submit to CICTE for its consideration the agenda for its sessions;
- b. To represent CICTE in dealings with organs of the Organization and other institutions;

- c. To convene the sessions of CICTE, pursuant to its Statute and these Rules of Procedure;
- d. To preside over the meetings of CICTE and to introduce to CICTE for its consideration the topics on the agenda approved for the corresponding session;
- e. To rule on any points of order raised during the course of CICTE's deliberations;
- f. To put matters to a vote, in accordance with the CICTE Statute and these Rules of Procedure, and to announce the decisions taken;
- g. To submit a written report to CICTE at the start of its sessions on how he or she has performed the functions set forth in the Statute and these Rules of Procedure during the interval between sessions. This report shall be considered by CICTE;
- h. To attend the sessions of the General Assembly of the Organization and, when CICTE so authorizes, meetings of other institutions that address issues relevant to the functions of CICTE;
- i. To participate in the committees, subcommittees, or groups of experts created by CICTE to fulfill any mandate within their purview;
- j. To perform other functions conferred upon him by the CICTE Statute and these Rules of Procedure; and
- k. To submit to the Permanent Council for its consideration the report of CICTE on the work carried out during its sessions.

#### Article 26

The Chair may delegate the functions set forth in Article 27.b, h, and i to the Vice Chair.

#### Article 27

In the event that the member states serving as Chair and Vice Chair resign at the same time, CICTE shall convene a special session at which special elections for both offices shall be held, in accordance with Article 19 of the Statute.

### **Chapter VIII**

#### Relations with Other Organizations

#### Article 28

In conducting its activities and with a view to maximizing cooperation in and coordination of its work, CICTE may enter into such agreements as it deems pertinent with technical, governmental, nongovernmental, and intergovernmental agencies engaged in similar activities, with the agreement of the competent authorities.

## **Chapter IX**

### Final Provisions

#### Article 29

These Rules of Procedure shall take effect on the date of their approval by CICTE.

#### Article 30

These Rules of Procedure may be amended by a decision of the majority of the member states of CICTE. Such amendments shall be submitted to the General Assembly with the report mentioned in Article 8.b of the Statute.